

MILTON HIGH SCHOOL CAREER DAY

Each MHS Staff member will be starting the day with his or her homeroom. After homeroom, you will be assigned to monitor four different locations during the four sessions for Career Day. Two of these assignments will be in classrooms as the advisor to the career panel in that room. The other two sessions you will be asked to monitor students in either Gym 2 or the Auditorium. You will be given your individual assignments/room locations so that you know where to be and when.

Career Day Schedule

7:30	Warning Bell	11:30 – 11:56	Lunch 1
7:35 – 7:50	Homeroom	11:34 – 12:06	5A
7:50 – 8:00	Passing Time	12:00 – 12:32	5B
8:00 – 8:45	Session 1	12:06 – 12:32	Lunch 2
8:45 – 8:55	Passing Time	12:10 – 12:42	6A
8:55 – 9:40	Session 2	12:36 – 1:08	6B
9:40 – 9:50	Passing Time	12:42 – 1:08	Lunch 3
9:50 – 10:35	Session 3	1:12 – 1:25	Period 1
10:35 – 10:45	Passing Time	1:29 – 1:43	Period 2
10:45 – 11:30	Session 4	1:47 – 2:01	Period 3
		2:05 – 2:19	Period 4
		2:23 – 2:37	Period 7
		2:41 – 2:55	Period 8

Homeroom

Students will each have an individualized schedule printed on their Career Day pamphlet. Please hand these out to the students and explain the following:

- Students do not need their computers for Career Day and should leave them in their locker.
- Students are to follow the schedule that they are given on the Career Day pamphlet. You are not allowed to switch into another session or career cluster at any time.
- Students will be respectful and listen attentively during each session that they attend. You are representing Milton High School, so follow the Milton Motto and be Respectful, Accountable and Safe!
- The Career Day brochure should be completed and saved because you will need it to complete elements of your Academic and Career Plan. During the College/Post-secondary forum in Gym 2, you should visit at least two tables. You will receive a sticker when you visit a table and get more information.
- This is your morning to listen and learn about careers or post-secondary options that may appeal to you. Take it seriously and you will get some valuable information that may help in your post-secondary planning.

Career Cluster Panel Room Advisor

As a room advisor for the event, please arrive at your assigned room at least five minutes prior to the start of the session. The panel of speakers will be in the room—please introduce yourself to the local business volunteers.

As the advisor in the room, we ask that you guide the presentation. To start out, ask each of the volunteers to give a 1-2 minute overview of their experience and qualifications. You do not have to introduce them by name, just thank them for coming and ask them to introduce themselves and give their overview. This will provide the students with background information about our volunteers.

Once the volunteer overviews are finished, encourage students to ask questions of the volunteers. They may have questions that are not included on their Career Day pamphlet, or they may ask the questions listed on the pamphlet. If your student audience is quiet and not forthcoming, please begin to ask the questions from the Career Day pamphlet attached to these instructions. Each member of the panel should get a chance to answer each question asked by the class.

Job Center Presentation in the Auditorium

Students will be in the auditorium to hear a presentation by the Job Center on employability skills and finding employment. Your role is simply to monitor the students and ensure they are paying attention to the presentation.

College/Military/Post-Secondary Options

Students will be in an open-forum format in Gym 2. Various colleges, military personnel, and other post-secondary options will be at tables throughout the gymnasium. Students are to visit at least two tables and document their visits by obtaining stickers in their Career Day pamphlet at the tables they have visited. Your role is to make sure students are being interactive and their behavior is school appropriate.

Thank-you for helping to make this Career Day event great for our students! The staff of Milton High School is the best staff around!

